



2020 CENSUS PROGRAM MEMORANDUM SERIES: 2021.06

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MEMORANDUM FOR: The Record

From: Albert E. Fontenot, Jr. (signed March 2, 2021)
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Subject: Updates to the 2020 Update Enumerate Detailed Operational Plan

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This memorandum documents specific updates that have been made to the plan for the Update Enumerate (UE) operations since the release of the Update Enumerate [Detailed Operational Plan](#) (DOP) on November 16, 2018.

Because of the COVID-19 pandemic, all fieldwork and any ongoing trainings for the 2020 Census were suspended on March 18, 2020. The suspension was essential in order to implement field procedures that follow guidance from local and federal health authorities. The following sections break down the timeline of the two operations within the UE umbrella—Update Enumerate and Remote Alaska—and what modifications were made to their field processes because of the pandemic.

Update Enumerate

The UE operation began on March 16, 2020, before field operations were suspended. Even before the suspension, there was concern with the original requirement that enumerators work in pairs, because of potential exposure to COVID-19 from working and driving around in pairs. Working in pairs was also part of the original quality assurance plan for the operation but was changed from required to optional. Also, to protect the enumerators and the residents in the households who were within the UE enumeration area, enumerators were supplied with personal protective equipment (PPE) and were instructed to maintain at least a 6-foot distance from any resident while conducting the interview. The operation was able to resume on June 14, 2020. Because of this suspension, the end date of the operation was changed from April 30, 2020, to August 31, 2020.

The following table identifies the DOP sections that have been updated per this memo:

Section No.	Section Name	Page	BPM Section	Original Wording	Update
3.3.1	Receive UE type of enumeration area (TEA) 2 Production Work Assignment	45	14-3.1		The census field supervisor (CFS) also provides the personal protective equipment (PPE).
3.3.2	Perform UE TEA 2 Production Canvassing	45	14-3.2	To maintain quality, UE enumerators will work in pairs and canvass their assigned basic collection units (BCUs) to update the address lists and corresponding maps as needed.	To improve quality, UE enumerators are able to work in pairs and canvass their assigned BCUs to update the address lists and corresponding maps as needed.
3.3.3	Enumerate Housing Unit in TEA 2	46	14-3.3	To maintain quality, UE enumerators will work in pairs, and enumerate their assigned housing units (HUs) to collect the required demographic information and unit status.	To improve quality, UE enumerators are able to work in pairs and enumerate their assigned HUs to collect the required demographic information and unit status.

Remote Alaska

Remote Alaska enumeration began January 21, 2020, before all field operations were suspended on March 18, 2020. With the suspension, the Remote Alaska data collection operation ceased sending census field supervisors and enumerators to new assignments, but staff sent to work in specific villages finished working those villages before production was suspended.

Because of some villages deciding to lock down entry and not accept any travelers, the operation developed alternative methodology to collect responses and update the address frame. The Anchorage Area Census Office (ACO) developed a plan that allowed the village to self-respond. The ACO provided an excel template as the data collection tool to village points of contact. Once the village completed collecting their data, they delivered it to the ACO, where staff transcribed the data onto the paper questionnaires, address registers, and maps. Contacting villages in their participation of the self-enumeration process began April 2, 2020. Travel to open villages resumed in June. The end date of the operation was changed from April 30, 2020, to August 30, 2020.

The following table identifies the DOP sections that have been updated per this memo:

Section No.	Section Name	Page	BPM Section	Additional Wording
3.4.3	Conduct UE Production (TEA 4)	65	14-4.3	For villages that closed their borders in order to quarantine during the pandemic, they participated in self-enumeration.
3.4.3.1	Receive TEA 4 UE Production Work Assignment	67	14-4.3.1	The CFS also provides personal protective equipment (PPE) to field staff. For villages that are participating in self-enumeration, the CFS trains the locally hired data collector by teleconference and provides materials electronically or mails the necessary field materials for address updates and enumeration data collection.
3.4.3.2	Perform TEA 4 UE Production Canvassing	67	14-4.3.2	For villages that are participating in self-enumeration, the canvassing is conducted by the local point of contact hired in the village. The listing is recorded on a spreadsheet and any spatial updates are recorded on village maps. When materials are returned to the CFS, the CFS transcribes the address updates on to the address registers and maps.
3.4.3.3	Enumerate Group Quarters or Transitory Location in TEA 4	72	14-4.3.3	For villages that are participating in self-enumeration, the enumeration steps are conducted by the local point of contact (POC) hired in the village. The enumeration responses are recorded on a spreadsheet prepared by the CFS and provided to the POC. When the completed materials are returned to the CFS, the CFS transcribes the enumeration results onto the appropriate questionnaire type.
3.4.3.4	Enumerate Housing Unit in TEA 4	74	14-4.3.4	For villages that are participating in self-enumeration, the enumeration steps are conducted by the local point of contact (POC) hired in the village. The enumeration responses are recorded on a spreadsheet prepared by the CFS and provided to the POC. When the completed materials are returned to the CFS, the CFS transcribes the enumeration results onto the appropriate questionnaire type.
3.4.3.6	Review TEA 4 Completed Work and Time and Expense Records	76	14-4.3.6	For villages that are participating in self-enumeration, the CFS reviews the work as it is being transcribed onto census field materials. If there are discrepancies, the CFS works with the POC to make corrections.

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